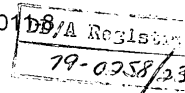


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DDA REGISTRY
FILE: *Personnel*

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Administration

FROM : Harry E. Fitzwater
Director of Personnel

SUBJECT : Agency Boards and Panel System

1. This memorandum is for your information and responds to the informal request of 3 December 1979 for the following data.

2. Agency Career Services use panels and boards to evaluate employees for many purposes, e.g., promotion, value to the service, key assignments, special training, etc.

3. Career Service Boards exist in NFAC, DDA, S&T and the E Services. Generally, these boards provide career management guidance for the Career Services as a whole and perform panel functions for senior personnel. However, in the DDO the term "board" is used to designate the group of evaluators dealing with a specific grade. They do not establish career management policy. A senior Personnel Management Committee (PMC) handles senior level assignments.

4. The following summarizes the number and kind of evaluation groups currently in operation in the Agency.

<u>Career Service</u>	<u>Promotion (Ranking) Panels</u>	<u>Assignment (Selection) Panels*</u>
E	8	0
DDO	29	11
DDA	99**	28
NFAC	17	5
DDS&T	38	1
TOTAL	191	45

*These panels do not evaluate employees for promotion. On occasion, Career Services or their components convene ad hoc panels for various purposes.

**46 are Commo panels.

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5. The data used for evaluating employees differs both within and among the Career Services. Official files and "soft" files are most commonly used as the major source of input data to the panels, although other information may also be used. Some panels interview or solicit specific information from supervisors; others use "ranking" books which control the data used by panel members; and some use "spread sheets" which again delineates the kind of data to be used by the evaluators.



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7. Attached is a chart depicting the characteristics of the various evaluation panels and boards. This chart lists only those groups having responsibility for ranking employees for promotion or establishing their value to the Career Service. As noted in paragraph 4 above, DDO, DDA, and NFAC have selection panels with specific duties, such as selection for training, assignment, etc. In other Career Services the function is normally handled by the evaluation panels.

Harry E. Fitzwater

Attachment

Distribution:

Orig - DCI
1 - DDCI
1 - ER
2 - DDA
2 - D/Pers
1 - OP/PMES

OP/P&C/PMES (4 Dec 79)

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CAREER SERVICE PROMOTION BOARDS AND PANELS

Career Service	EMPLOYEES GROUPED		PANEL MEMBERSHIP		DATA USED		
	Function	Grade	Position	Appointment	Official File	"Soft"	Other*
E Service	E	E	E	E		E	
DDO	D	D	D	D	D	D	
DDA O/DDA O/DDA OMS OF OL PERS OS CTR COMMO ODP ISS	MM ML MT MC	M MG MF MP MS MT MC MZ MI	M MG MM ML MP MS MT MC MZ MI	 MG MM MF ML MP MT	 MG MM MP	MG MM MF ML MP MS MT MC MZ	M MS MT MC MI
NFAC O/NFAC OIA OGCR OCR OPLA OER OSI OCI OWI OSR		I IA IB ID IH IR IS IV IW IX	I IA IB ID IH IR IS IV IW IX	I IS IX	I ID IH	I IA IB ID IH IR IS IV IW IX	I ID

*E.g., supervisor's written (or oral) comments, questionnaires, 'spread' sheets, special reports, etc.

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CAREER SERVICE PROMOTION BOARDS AND PANELS

Career Service	EMPLOYEES GROUPED		PANEL MEMBERSHIP		DATA USED		
	Function	Grade	Position	Appointment	Official File	"Soft"	Other*
DDS&T O/DDS&T O/DDS&T NPIC OD&E OTS ORD OSO FBIS	RF	R RG RN RD RT RR RS RF	R RG RN RD RT RR RS RF	RD RT RR RS	RG RR	RD RT RS RF	R RN RD RT RS RF

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